County of Fairfax, Virginia

ADDENDUM

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TO: All Prospective Offerors

FOR: Informal RFP – ICD-10 Training

DUE DATE/TIME: March 27, 2015 at 2:00 p.m.

The Informal RFP for ICD-10 Training is amended to include the following answers to questions received regarding this RFP:

Q1.   Does the RFP allow offerors to make changes to the Terms and Conditions? How does Fairfax County prefer to have offerors note changes to the Terms and Conditions?

A1.   Changes to terms and conditions can occur at three points in the procurement process:
1) At Proposal - offerors may include in their proposal any alternative solutions or exceptions to the terms and conditions stated in the RFP.
2) During Negotiations – alterations may be made and become valid when they are made in writing and signed by an authorized County agent.
3) After Award – contract amendments may include changes to terms and conditions as needed and agreed to by both parties.

Offerors may note changes in their proposal.

Q2.   Section 4.1 mentions training for up to 1400 with anticipated max capacity of 350. This results in 4 training sessions. Is that set in stone?

A2.   It is anticipated that the training sessions discussed in Section 4.1 will be conducted in facilities that have a capacity of 350 people. If adjustments need to be made, they will occur at a later date in coordination with the selected vendor.

Q3.   Do you have any idea how many will be in the training session discussed in Section 4.2?

A3.   It is anticipated that approximately 120 people will attend the session discussed in Section 4.2

Q4.   Is the licensing/registration requirement noted in Attachment A (Sections 27.1 and 28.1) required at the time of proposal?

A4.   Fairfax County prefers all license and registration information to be included in the proposal. If the information is not available at the time the proposal is made, it will be required prior to contract award.

Q5.   Are we to submit a hard copy of the completed proposal in addition to the e-mail version?

A5.   No. Emailed proposals are preferred.

Q6.   Please provide a description of the clinicians who will be attending the training program.

A6.   The clinicians attending the training sessions described in the RFP are employed by the Community Services Boards (CSBs) in Health Planning Region II (HPR II). HPR II consists of the following CSBs: Fairfax-Falls Church CSB, City of Alexandria CSB, Arlington County CSB, Prince William County CSB and Loudoun County CSB. CSBs are the public agencies in the Commonwealth of Virginia that plan, organize and provide services to people who have mental illness, substance abuse disorders, and/or intellectual disability. CSBs also typically provide early intervention services for infants and toddlers who have developmental delays. Staff attending the training will include psychiatrists, psychologists, nurses, counselors, therapists, case managers, peer specialists and support staff.

Q7.   In the cost proposal, do you want a staffing grid complete with level, credentials and hourly rate for the trainers attached to the proposal?

A7.   The cost proposal should include a cost for completing each task in Section 4 of the RFP. The offeror may provide the cost associated with each task in any format they choose.

Q8.   Should we include all personnel/resources that will be billable for the project in the proposal?

A8.   The cost proposal should be complete and include the total cost and the cost associated with each task in Section 4 of the RFP.

Q9.   Is there a maximum number of staff that will be attending the training sessions and in what period?

A9.   It is anticipated that the training sessions will occur in the May/June timeframe with up to 1400 people attending the training session described in Section 4.1 and approximately 120 people attending the training session described in Section 4.2.

Q10.   Will you provide an evaluation form for us to use or should a student training evaluation form be developed?

A10.   It is expected that the selected vendor will develop an evaluation form to be used in the training sessions.

Q11.   Can travel expenses be listed as "not to exceed a percentage of fees"?

A11.   Fairfax County will reimburse for travel costs up to the limits noted in Section 7.2 of the RFP. Offerors may include an estimated travel cost in their proposals.

Q12.   Will you share the DSM coding guidelines and series you currently use?

A12.   DSM-IVTR is currently used.

Q13.   Has any of your staff had any formal ICD-10 training? Inpatient? Outpatient?

A13.   The staff attending the sessions will include staff from five different CSB organizations. Some of the CSBs are farther along in their preparations for the ICD-10 transition but all need a sound foundation in ICD-10 requirements. Offerors should assume that no formal training has occurred.

Q14.   Have any of your vendors done an operational ICD-10 analysis for the ICD-10 transition and what it will take to convert? If an assessment was done, would you be willing to share this data with the vendor that is selected?

A14.   If any of the CSBs have conducted an analysis, the HPR II Coordinator (see Section 5.1 of the RFP) will work with the selected vendor to share information as needed.

Q15.   Do you currently have a Clinical Documentation Improvement (CDI) program in place for your mental health admissions, inpatient and outpatient?

A15.   Admission, inpatient and outpatient programs vary among the CSBs. Clinical Documentation Improvement programs are specific to the CSB in which they are located.

Q16.   Could you please clarify whether you have a hybrid chart or is it all Electronic Medical Record (EMR) based?

A16.   Each of the five CSBs in HPR II utilizes EMR systems. All of them do not use the same EMR system, however.

Q17.   Could you please clarify if you require peer to peer training i.e. coder to coder, physician to physician?

A17.   The clinical training described in Section 4.1 will target any discipline that works with diagnoses. See Q6 for a description of the clinicians.

Q 18.   Will the training be done at a common/same venue?

A18.   Available large venue sites are being considered in the Northern Virginia area. It is anticipated that the majority of the sessions will be held in Fairfax, Virginia however; sites in Woodbridge, Virginia and Alexandria, Virginia are also being considered.

Q19.   Will you provide a list of the most commonly billed top 80% of the diagnoses for the preceding fiscal year?

A19.   The HPR II Coordinator (see Section 5.1 of the RFP) will compile diagnoses data from the five CSB organizations attending the training and provide the information to the selected vendor.

Q20.   Will you provide copies of all forms, order sets, billing or claims sheets, templates, P & P and any other work product (both electronic and/or paper) which requires application of a crosswalk?

A20.   The HPR II Coordinator (see Section 5.1 of the RFP) will compile information applicable to the development of a crosswalk to the selected vendor.

All other terms and conditions remain the same.